



HAMPDEN TOWN COUNCIL MEETING  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

OCTOBER 04, 2021

6:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF THE AGENDA
- C. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. COUNCIL MINUTES
    - a. 09/13/2021 Council Workshop Meeting
    - b. 09/20/2021 Council Meeting
  - 3. COMMUNICATIONS
    - a. Renewal Victualer's License – Hannaford Bros Co., LLC., dba Hannaford Supermarket & Pharmacy.
    - b. Renewal Victualer's License – Energy North Inc., dba Tradewinds.
    - c. Renewal Victualer's License – Paul Stratton, dba Pizza Gourmet.
  - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
  - 2. PUBLIC HEARINGS
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
    - a. Reappointment of Jane L. Jarvi for a three-year term to the Edythe L. Dyer Library Board of Trustees.
    - b. Reappointment of Yvonne M. Lambert for a three-year term to the Edythe L. Dyer Library Board of Trustees.
- F. COMMITTEE REPORTS

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

OCTOBER 04, 2021

6:00 P.M.  
.....

AGENDA  
.....

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Council award of the HVAC system bid to BASIX Automation Integrators, Inc. in the amount of \$113,950, *requested by Victor Smith, DPW Director.*
- b. Request Council authorization to unencumber the balance of office renovation funds in the amount of \$36,933.04 within the Municipal Building Reserve Account 3-702-00.
- c. Request Council authorization for the expenditure of \$113,950 from the Municipal Building Reserve Account 3-702-00 to pay for the HVAC replacement.
- d. Council award of the Summer Street stormwater project engineering to Plymouth Engineering in the amount of \$10,500, *requested by Victor Smith, DPW Director.*
- e. Request Council authorization for the expenditure of \$10,500 from the Stormwater Reserve 3-760-00 to pay for the Summer Street stormwater project.
- f. Council authorization to receipt \$22,725 from the sale of Public Works Equipment into the Public Works Equipment Reserve Account 3-717-00.
- g. Council action on amending section 5.6 of Council Rules of Procedure.

I. MANAGER'S REPORT

J. COUNCILOR'S COMMENTS

K. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE  
REMOTE HAMPDEN TOWN COUNCIL MEETING  
ON OCTOBER 04, 2021 AT 6:00 PM YOU MAY  
PHONE IN USING THE FOLLOWING NUMBER  
(FOLLOWED BY THE PIN #)

**1-754-702-3163      PIN 947 735 656#**

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO  
TO THIS URL: [https://meet.google.com/  
kny-xmgu-vnh?hs=122&authuser=0](https://meet.google.com/kny-xmgu-vnh?hs=122&authuser=0) AND JOIN  
US THAT WAY

INSTRUCTIONS ARE POSTED WITH THE AGENDA  
AND SEPARATELY ON THE TOWN CALENDAR AT  
[WWW.HAMPDENMAINE.GOV](http://WWW.HAMPDENMAINE.GOV)

## **Using Google Meet to Participate in Hampden Town Council Remote Meetings**

### **How to join:**

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at [www.hampdenmaine.gov](http://www.hampdenmaine.gov).
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

### **Protocols for Remote Meetings:**

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

[support.google.com/a/users/answer/9282720?hl=en](https://support.google.com/a/users/answer/9282720?hl=en)



HAMPDEN TOWN COUNCIL WORKSHOP  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

C-2-a

MONDAY

SEPTEMBER 13, 2021

6:00 P.M.

*In Attendance:*

*Councilor Eric Jarvi  
Councilor Mark Cormier  
Councilor Ivan McPike  
Councilor Allen Esposito, Remotely  
Councilor Peter Erickson  
Councilor Christine Cubberley*

*Paula Scott, Town Manager  
Gayle C. Decker, Town Clerk  
Clifton Ilver, Town Planner  
Members of the Public*

A. CALL TO ORDER

*Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.*

B. UNFINISHED BUSINESS

C. NEW BUSINESS

a. Council discussion on Transfer Station Committee and Staff recommendations.

*Public Safety Director Victor Smith thanked Committee Members and gave an overview of recommendations for the Transfer Station discussed at meetings held with Committee Members and staff. Referred to the next Council Meeting.*

b. Council discussion regarding the status of the Manning Mill and Sawyer Road Bridges.

*Public Safety Director Victor Smith spoke with an overview of the status of Manning Mill and Sawyer Road Bridges. Council recommendation to staff moving forward is to proceed with maximizing the use of both bridges initially utilizing the bond and then coming back to Council with a budget for the unfinished work in our next budget year.*

c. Council policy directive on the ARPA (American Recovery Plan Act) funds.

*Town Manager Scott spoke on the ARPA (American Recovery Plan Act) funds. We are set to receive the first 50% of the funds. She reminded that there are certain items that we are allowed to use these funds for and would like Council direction on where they would like to apply the funds and on what initiatives. Council would like Staff to tell them where they would best like the funds to go, to prioritize. Other items discussed was to see if there's any opportunities that can be potentially pursued with adjacent communities for a greater impact and for sewer upgrades*

**Note: Council will take a five-minute recess at 8:00 p.m.**

.....  
MONDAY

SEPTEMBER 13, 2021

6:00 P.M.  
.....

AGENDA

- d. Council discussion on hunting on town owned land. (added to the Agenda at meeting)

*Town Manager Scott informed that the parcel of land that was deeded over to Whitmore last year, out on the Canaan Road, needs to be removed from town owned public land and the town maps for hunting on town property needed to be updated. She also spoke of a parcel of town owned land on Silver Drift that has become a concern for citizens. It is open space that bow hunting is allowed on and that we may want to revisit allowing bow hunting on this narrow strip of land. Council decision is that this is the Town Manager's decision.*

D. ADJOURNMENT

*Meeting adjourned at 7:17 p.m.*

*Respectfully submitted,  
Gayle C. Decker, Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.



HAMPDEN TOWN COUNCIL MEETING  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

C-2-b

.....  
MONDAY

.....  
SEPTEMBER 20, 2021

.....  
6:00 P.M.  
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*In Attendance:*

*Councilor Eric Jarvi  
Councilor Mark Cormier  
Councilor Ivan McPike  
Councilor Allen Esposito, Remotely  
Councilor Peter Erickson  
Councilor Christine Cubberley*

*Paula Scott, Town Manager  
Gayle C. Decker, Town Clerk  
Members of the Public*

*Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.*

A. PLEDGE OF ALLEGIANCE

*Deputy Mayor Jarvi led the Pledge of Allegiance.*

B. APPROVAL OF THE AGENDA

***Motion:*** *Councilor Cubberley made a motion to approve the agenda, seconded Councilor McPike. Vote by roll call 6-0.*

*Resolution: 2021 - 183*

C. CONSENT AGENDA

***Motion:*** *Councilor Cubberley made a motion to approve the consent agenda, seconded by Councilor Erickson. Vote by roll call 6-0.*

*Resolution: 2021 - 184*

1. SIGNATURES

2. COUNCIL MINUTES

- a. 8/23/2021 Special Council Meeting
- b. 9/7/2021 Council Meeting

3. COMMUNICATIONS

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

**Note:** Council will take a five-minute recess at 8:00 p.m.

.....  
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6:00 P.M.

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E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

a. Proposed Shoreland Zoning Map Amendment.

*This item was removed from the Agenda.*

b. Proposed Amendments to the General Assistance Ordinance.

**Motion:** Councilor Cubberley moved to open the Public Hearing, seconded by Councilor McPike. Vote by roll call 6-0.

*Resolution: 2021 – 185*

*Town Manager Scott spoke on the Proposed Amendments to the General Assistance Ordinance.*

**Motion:** After Council discussion and with no public comment Councilor Cubberley made a motion to come out of public hearing, seconded by Councilor McPike. Vote by Roll Call 6-0.

*Resolution: 2021 - 186*

**Motion:** Councilor McPike made a motion to approve the amendments to the General Assistance Ordinance, seconded by Councilor Cubberley. Vote by roll call 6-0.

*Resolution: 2021 - 187*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

*Deputy Mayor Jarvi reported on the 9/13/2021 Council Workshop and a Special Report on the Environmental Trust Committee Meeting held on 9/16/2021.*

G. UNFINISHED BUSINESS

H. NEW BUSINESS

a. Council approval of a “blanket approval” for a Bingo and Games of Chance License for a three year period beginning January 1, 2022 for the Whitcomb-Baker VFW Post 4633.

Note: Council will take a five-minute recess at 8:00 p.m.



**Motion:** Councilor Esposito moved that Council approve a blanket approval for a Bingo Games of Chance License for a three year period beginning January 1, 2022 for the Whitcomb-Baker VFW Post 4633, seconded by Christine Cubberley. Vote by Roll Call 6-0.

**Resolution:** 2021 - 188

- b. Request for authorization for the expenditure of an amount not to exceed \$30,000 from the Solid Waste Reserve Account (3-777-00) for Transfer Station improvements, referred from Council Workshop.

**Motion:** Councilor McPike moved Council authorization expenditure amount not to exceed \$30,000.00 from the Solid Waster Reserve Account for Transfer Station Improvements, seconded by Councilor Esposito. Vote by Roll Call 6-0

**Resolution:** 2021 - 189

- c. Council discussion on changing public notice requirements, requested by Councilor Erickson.

*This item was moved to a Council Workshop.*

- d. Council authorization for the expenditure of \$18,864.15 from Environmental Trust Principal for reimbursement of eligible stormwater expenses for FY21 – referral from Environmental Trust Committee.

**Motion:** Councilor McPike moved Council authorize the expenditure of \$18,864.15 from the Environmental Trust income for reimbursement of eligible stormwater expenses for FY21, seconded by Councilor Esposito. Vote by Roll Call 6-0.

**Resolution:** 2021 - 190

## I. MANAGER'S REPORT

*I don't have a long report tonight. I do want to make a point of clarification based upon information that we received since the Council Workshop that we held last Monday, which as you know part of a discussion was to discuss hunting on Town owned property and whether or not to remove the tract behind Silver Drift Trail. We were contacted today by Dan Scott, who is a game Warden and he provided the statute to the Town that states that we cannot deny hunting on any Town parcel. He said Towns do it all the time and they are not suppose to. Nor can we limit it to just bow hunting unless we include those areas within a Firearms Discharge Ordinance. So, we had to take the maps down anyway because as I reported I had to remove the parcel that no longer belonged to the Town. We will be creating with our photographer a layer for our website where people can go online and find the Town owned parcels on their own. We may be able to also create a PDF that we could printout for people who are*

Note: Council will take a five-minute recess at 8:00 p.m.

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*requesting those maps. But we are not going to be issuing the packets any longer from the office because we don't need to.*

J. COUNCILOR'S COMMENTS

*Councilor Cubberley – Enjoy the beautiful weather while it lasts.*

*Councilor Erickson – No comment.*

*Councilor McPike – Last week Wednesday, Thursday and Friday I spent at a session with MMA up in Presque Isle with a number of Councilors throughout the State, plus a number of City and Town Manager's that make up the Executive Committee and it's nice to find out that all the other Towns and Cities in the State also have a lot of problems. I come out of that feeling good. I think that we are doing a really good job here in Hampden as compared to some that are larger than us that are having problems.*

*Councilor Cormier – No comment.*

*Councilor Esposito – I just wanted to take a moment and talk about what a privilege it is to serve this great Community and serve with the people that I serve with. Thank you.*

*Councilor Jarvi – On behalf of the entire Town Council and Town Staff I wish to thank the residents who participated on the Transfer Station Committee. It once again emphasizes the importance we place on participation from our constituents. For the benefit of the public it is worth noting there are six Candidates for the three At-Large Council seats, eight Candidates for the four RSU 22 Board of Director seats, but unfortunately only one Candidate for the two Hampden Water District two seats. As a Council and a Town Staff we appreciate the interest of all the Candidates and their desire to help lead our Community. I understand that information on all Candidates will be available even for absentee ballot voters in the League of Women Voters of Maine Publication Vote 411 which is their online Nonpartisan Voter Guide and it will be available for the November 2<sup>nd</sup> Election obviously, but it is intended to be published so that it will be ready for the absentee ballot voters as well.*

L. ADJOURNMENT

**Motion:** Councilor Cubberley made a motion to adjourn, seconded by Councilor Erickson. Roll Call Vote – 6-0.

Resolution: 2021 – 191

Meeting adjourned at 6:19 p.m.

Respectfully Submitted,  
Gayle C. Decker, Town Clerk

Note: Council will take a five-minute recess at 8:00 p.m.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: clerk@hampdenmaine.gov

September 1, 2021

Hannaford Bros Co., LLC  
Hannaford Supermarket & Pharmacy  
77 Western Ave  
Hampden, ME 04444

RE: Victualer's license

To Whom It May Concern:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.C of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Gayle C. Decker

**VICTUALER'S LICENSE CERTIFICATE**

No. 2021-12

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: September 1, 2021

**KNOW YE**, that Hannaford Bros. Co., LLC

doing business as Hannaford Supermarket & Pharmacy

has been duly licensed as a Victualer at 77 Western Ave

in the Municipality of Hampden by said Municipality until September 1, 2022,

and has paid to the Municipal Treasurer the fee of \$ 100.00.

  
Authorized Municipal Officer      Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: clerk@hampdenmaine.gov

September 1, 2021

Energy North Inc  
Tradewinds  
98 Coldbrook Rd  
Hampden, ME 04444

RE: Victualer's license

To Whom It May Concern:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.C of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

### VICTUALER'S LICENSE CERTIFICATE

No. 2021-11

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: September 1, 2021

KNOW YE, that Energy North Inc,

doing business as Tradewinds has

been duly licensed as a Victualer at 98 Coldbrook Rd

in the Municipality of Hampden by said Municipality until September 1, 2022,

and has paid to the Municipal Treasurer the fee of \$ 100.00.

Authorized Municipal Officer Town Clerk

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: clerk@hampdenmaine.gov

September 22, 2021

Pizza Gourmet  
Paul Stratton  
60 Main Rd North  
Hampden, ME 04444

RE: Victualer's license

To Whom It May Concern:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.C of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

### VICTUALER'S LICENSE CERTIFICATE

No. 2021-12

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: September 23, 2021

**KNOW YE**, that Paul Stratton,

doing business as Pizza Gourmet

has been duly licensed as a Victualer at 60 Main Rd N in

the Municipality of Hampden by said Municipality until September 23, 2022,

and has paid to the Municipal Treasurer the fee of \$ 100.00.

Authorized Municipal Officer      Town Clerk



Check One:

☒ Reappointment Application

**TOWN OF HAMPDEN**  
**APPLICATION FOR TOWN BOARDS AND COMMITTEES**

NAME: Jarvi Jane L.  
LAST FIRST MI

ADDRESS: 10 Sophie Lane Hampden 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 207-951-7976 \_\_\_\_\_  
HOME WORK

EMAIL: Jane.jarvi1@gmail.com

OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Library

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? Multiple yrs served on board

Are there any issues you feel this board or committee should address, or should continue to address? \_\_\_\_\_

Signature: Jane L. Jarvi

3 YEAR

BOARD OF ASSESSMENT REVIEW  
PERSONNEL APPEALS BOARD  
LURA E. HOIT MEMORIAL POOL  
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY  
RECREATION COMMITTEE  
BOARD OF APPEALS  
HISTORIC PRESERVATION COMMISSION

5 YEAR  
PLANNING BOARD

**FOR TOWN USE ONLY**

Date Application Received: 9-21-2021

COUNCIL COMMITTEE ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_ NEW APPT \_\_\_\_ REAPPOINTMENT DATE APPOINTMENT EXPIRES: \_\_\_\_\_

E-3-b



Check One: ☐ Initial Application  
☒ Reappointment Application

**TOWN OF HAMPDEN**  
**APPLICATION FOR TOWN BOARDS AND COMMITTEES**

NAME: LAMBERT YVONNE M  
LAST FIRST MI

ADDRESS: 226 MAIN RD U HAMPDEN 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 207-945-9873 \_\_\_\_\_  
HOME WORK

EMAIL: lambert8068@roadrunner.com

OCCUPATION: RETIRED

BOARD OR COMMITTEE PREFERENCE:

*Edythe L. Dyer Library*

FIRST CHOICE: Am now CHAIR OF THE BOARD

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? \_\_\_\_\_

Are there any issues you feel this board or committee should address, or should continue to address? \_\_\_\_\_

Yvonne M. Lambert  
3 YEAR

BOARD OF ASSESSMENT REVIEW  
 PERSONNEL APPEALS BOARD  
 LURA E. HOIT MEMORIAL POOL  
 HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY  
 RECREATION COMMITTEE  
 BOARD OF APPEALS  
 HISTORIC PRESERVATION COMMISSION

5 YEAR  
 PLANNING BOARD

**FOR TOWN USE ONLY**

Date Application Received: 9-23-2021

COUNCIL COMMITTEE ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ NEW APPT ☐ REAPPOINTMENT DATE APPOINTMENT EXPIRES: \_\_\_\_\_



## **Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: September 24, 2021  
RE: Municipal Building Reserve request

The HVAC system at the town office has been in need of replacement for a few years and reserve funds have been set aside for that purpose. The low bid on the RFP was \$113,950 as you will see in the following memo from Victor, as well as his recommendation for award.

The municipal building reserve has a current account status of \$147,844.17, some of which is encumbered. This means that some of the \$147,844.17 has been set aside for specific purposes which can't be changed without a vote of the Council. In order to have enough funds to pay for the contract, I am requesting two separate votes relative to the Municipal Building reserve.

In 2019 Council authorized the receipt of FEMA funds into the reserve to be put toward the office renovation. In 2020, during the budget, process, additional funding was set aside for the renovation.

During the renovation, the Town acted as its own General Contractor and in doing so we were able to save money by requesting quotes and hiring, on our own, individual sub-contractors to complete some of the various minor components like painting, floors, etc. To that end we have a remaining balance of \$ 36,933.04 from the office renovation encumbrance.

If the award for the HVAC repair is that which Victor is recommending, I am looking for the following authorizations relative to the funds:

- 1.) A request to unencumber the amount of \$36,933.04, originally set aside for office renovation, and then;
- 2.) A request to authorize an expenditure not to exceed \$113,950 for the HVAC replacement project.



# Current Account Status

## G 3-702-00 RESERVE ACCT / MUNIC BLD

-147,056.25 = Beg Bal  
-61.97 = Adjust

-725.95 = YTD Net  
0.00 = YTD Enc

-147,844.17 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0037		07/12/21		Beg Bal Adjustments	B GJ	0.00	61.97
07	0045		07/12/21		lessard monthly lease	R CR	0.00	2,041.50
07	0063	2164	07/28/21	01269 LEVESQUE BUS	ROOM DIVIDERS/PANELS	AP	2,076.00	0.00
07	0063	2165	07/28/21	01269 LEVESQUE BUS	DESK/BOOKSHELF-MANAGER	AP	2,673.00	0.00
07	0210		07/31/21		municipal building	R GJ	0.00	158.74
08	0254		08/12/21		AUG.POST OFFICE LANDLEASE	R CR	0.00	2,041.50
08	0300	2166	09/01/21	00194 HAMPDEN ELEC	TOWN OFFICE LOBBY LIGHTS	AP	539.00	0.00
08	0300	2168	09/01/21	01248 PLYMOUTH ENG	LOCKER RM WALL REMOVAL	AP	348.92	0.00
08	0378		08/31/21		municipal building	R GJ	0.00	79.63
09	0403		09/13/21		SEPT POST OFFICE LEASE	R CR	0.00	2,041.50
<b>Totals-</b>							<b>5,636.92</b>	<b>6,424.84</b>

## Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	4,749.00	2,200.24	0.00	61.97
August	887.92	2,121.13	0.00	0.00
September	0.00	2,041.50	0.00	0.00
<b>Totals</b>	<b>5,636.92</b>	<b>6,362.87</b>	<b>0.00</b>	<b>61.97</b>



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**  
106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

September 30, 2021

To: Paula Scott  
From: Victor J. Smith, P.E.  
Subject: Municipal Building HVAC Controls Upgrade – Bid Acceptance

We received 4 bids for the HVAC controls upgrade in the municipal building to replace the antiquated system that we now use. The four bidders were Thayer Corporation, Simpson Technical Services, LLC., BASIX Automation Integrators, Inc., and XL Automation Solutions. The BID TAB is attached. These proposals were all reviewed by our mechanical engineer and three of the four bidders provided information that they would provide a system compatible with the RFP. Simpson Technical Services, LLC did not provide information as requested in the RFP.

BASIX Automation Integrators, Inc. was the low bidder at \$113,950.

I recommend that Council accept this bid so that BASIX Automation Integrators, Inc. can proceed with this work.

# HVAC Controls BID TAB

Town of Hampden Muni Building

Date: September 22, 2021

Contractor	Bid Price
Simpson Technical Services, LLC	\$135,000.00
BASIX Automation Integrators, Inc.	\$113,950.00
Thayer Corporation	\$196,112.00
XL Automation Solutions	\$191,667.00

No Building Inspection as requested in RFP

No Supporting Documentation as Requested in RFP



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

September 30, 2021

To: Paula Scott  
From: Victor J. Smith, P.E.  
Subject: Summer Street Stormwater Design – Bid Acceptance

We received 3 bids for the design of the Summer Street stormwater improvement project. The three bidders were Haley Ward, Dubois & King, Inc., and Plymouth Engineering, Inc. The BID TAB is attached.

Plymouth Engineering, Inc. was the low bidder at \$10,500.

I recommend that Council accept this bid so that Plymouth Engineering, Inc. can proceed with this design work.



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

September 30, 2021

To: Paula Scott  
From: Victor J. Smith, P.E.  
Subject: RESERVE REQUEST

The Public Works Department sold three pieces of equipment at the Dysart's Equipment Auction run by D.A. Folsom Auction Service, Inc. In our opinion we did very well for what we were selling. We sold truck 18 which is being replaced this year, a 2010 Crown Vic which was out of service, and a trailer that has not been used since I have been here. The total Town of Hampden take was \$22,725.

I am requesting that this money be placed into Public Works Equipment Reserve G 3-717 for use on future equipment purchases.

H-9



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: September 15, 2021  
RE: Council Rules of Procedure update

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Due to recently approving the remote meeting policy, the section regarding voting within Council Rules of Procedure will need to be updated. I have amended the rules to indicate that votes are to be by way of a roll call vote.



**TOWN OF HAMPDEN  
TOWN COUNCIL RULES OF PROCEDURE**

<b>ARTICLE 1 – Mayor/Deputy Mayor</b>	<p>Section 1.1 - At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the Town Council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.</p> <p>Section 1.2 - After the election, the Mayor shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at Council Workshop meetings, at any meeting at which the Mayor is absent, and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.</p> <p>Section 1.3 - The Mayor/Deputy Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.</p>
<b>ARTICLE 2 - Council</b>	<p>Section 2.1 - The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.</p> <p>Section 2.2 - In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.</p> <p>Section 2.3 - All Town Councilors shall participate in the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.</p> <p>Section 2.4 - A new councilor orientation packet shall be provided to all Councilors at the time they are sworn in and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.</p>
<b>ARTICLE 3 – Agenda</b>	<p>Section 3.1- Town Council meetings shall be guided by a written agenda in the following order.</p> <ul style="list-style-type: none"> <li>(a) Pledge of Allegiance</li> <li>(b) Approval of Agenda</li> <li>(c) Consent agenda <ul style="list-style-type: none"> <li>(i) Signatures</li> <li>(ii) Council Minutes</li> <li>(iii) Communications</li> </ul> </li> </ul>

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**TOWN OF HAMPDEN  
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	<p>(d) Public Comments</p> <p>(e) Policy Agenda</p> <p>(i) News, Presentations and Awards</p> <p>(ii) Public Hearings</p> <p>(iii) Nominations, Appointments, Elections</p> <p>(f) Unfinished Business</p> <p>(g) New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of Council to suspend this rule.</p> <p>(h) Manager's Report</p> <p>(i) Councilor Comments</p> <p>(j) Adjournment</p>
	<p>Section 3.2 - Any subject may be placed on the agenda for a council meeting by a council member, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least four business days prior to the council meeting. The name of the Councilor or other person(s) or group requesting an item on the agenda will be indicated on the agenda as part of the requested item.</p>
	<p>Section 3.3 - The agenda shall be prepared and posted to the town website at least two business days prior to a scheduled council meeting.</p>
	<p>Section 3.4 - An item may be added to the agenda prior to the Approval of Agenda by unanimous consent of all Councilors present.</p>
	<p>Section 3.5 - Any item on the Consent Agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the Consent Agenda.</p>
	<p>Section 3.6 - Any agenda item may be taken up out of order by consent of a majority of Councilors present.</p>
	<p>Section 3.7 - Workshops, special meetings, and ad hoc meetings as defined under Article 4, shall be guided by a written agenda in the following order.</p> <p>(a) Call to order</p> <p>(b) Topic(s) of the meeting</p> <p>(c) Adjournment</p>
<b>ARTICLE 4 - Meetings</b>	<p>Section 4.1 - The first and third Mondays of each month are designated as regular Council meetings (open to the public and televised) with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.</p>

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	<p>Section 4.2 - The second Monday of each month is designated as a workshop session (open to the public and televised) and is chaired by the Deputy Mayor (or Mayor designate).</p> <p>(a) A workshop meeting is devoted exclusively to a matter(s) in which the interchange of information is deemed essential and may involve reports and proposals from council members, committees and staff that might be considered at later Town Council meetings.</p> <p>(b) The Town Council may give guidance to the Town Manager and to staff at workshop meetings, but no decisions may be made that require formal voting.</p> <p>(c) Workshop discussion requires no formal motion as it is intended to promote interaction and the building of ideas and consensus without debate.</p> <p>Section 4.3 – The Mayor may call the Council together for a special meeting (open to the public and televised). The agenda for a special meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).</p> <p>Section 4.4 – The Mayor may convene an ad hoc committee (meetings open to the public) as required to address a specific issue. An ad hoc committee exists in an advisory capacity to Council and therefore has no decision making authority; will be approved by a majority vote of Council; will be limited to a specific charge; will exist for a specified period of time; and will have defined reporting/deliverable obligations as set forth by the Council.</p>
<p><b>ARTICLE 5 – Meeting Decorum</b></p>	<p>Section 5.1 - As a matter of courtesy, conduct for all Council members shall be as follows.</p> <p>(a) All cell phones shall be silenced during Council and Committee meetings;</p> <p>(b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings;</p> <p>(c) cell phone use, texting and email should be done during breaks in meetings.</p> <p>Section 5.2 - In all cases where the parliamentary proceedings are not determined by these rules of procedure, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.</p>

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**TOWN OF HAMPDEN  
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	Section 5.3 - When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order.
	Section 5.4 - When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.
	Section 5.5 - No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.
	Section 5.6 - No vote can be taken without a motion on the floor, <del>and the vote</del> Votes will be <u>by roll call and</u> of the form: (a) all in favor; (b) all opposed; (c) those present. (In accepting public office, Councilors enter into a civic covenant with the electorate to participate in all proceedings unless otherwise disqualified from doing so. If a Councilor intends to vote present because of conflict of interest, bias, or other disqualification, the declaration will be made before debate begins, the Council will be excused from the dais, may not participate in debate, and the action will be binding on that motion.) The Mayor will announce the outcome and voting results.
	Section 5.7 - These rules cannot be dispensed with or suspended if any member of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
	Section 5.8 - Council meetings shall not extend beyond 10 p.m. without a unanimous vote of the Town Council.
	Section 5.9 - The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.
	Section 6.1 - "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The Mayor should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.
	Section 6.2 - The member who made the motion is entitled to speak first in debate. Then members are called on in the order in
<b>ARTICLE 6 - Motions</b>	

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	<p>which they are recognized by the Mayor, although members who have not spoken yet get preference over those who have. When possible, the Mayor alternates between someone in favor and someone against the motion.</p>
	<p>Section 6.3 - The following motions do not require a second:</p> <ul style="list-style-type: none"> <li>(a) nominations;</li> <li>(b) point of information;</li> <li>(c) point of order;</li> <li>(d) question of privilege; or</li> <li>(e) leave to withdraw a motion</li> </ul>
	<p>Section 6.4 - The following motions are non-debatable:</p> <ul style="list-style-type: none"> <li>(a) adjourn;</li> <li>(b) lay on the table;</li> <li>(c) filling in the blank;</li> <li>(d) point of information;</li> <li>(e) point of order;</li> <li>(f) question of privilege; or</li> <li>(g) leave to withdraw a motion</li> </ul>
	<p>Section 6.5 - When a motion is under debate, the only motions that the Mayor shall entertain will be:</p> <ul style="list-style-type: none"> <li>(a) to adjourn;</li> <li>(b) to lay on the table;</li> <li>(c) the previous question;</li> <li>(d) to postpone debate/action on the motion to a certain date;</li> <li>(e) to refer the motion to a committee or administrative official;</li> <li>(f) to amend the motion, or</li> <li>(g) to postpone debate/action on the motion indefinitely.</li> </ul> <p>Motions shall have precedence in order in which they are introduced.</p>
	<p>Section 6.6 - Once a vote is decided it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.</p>